# **Digital Receivables Finance:**

How to share your accounting data

НЅВС

## How to share your accounting data

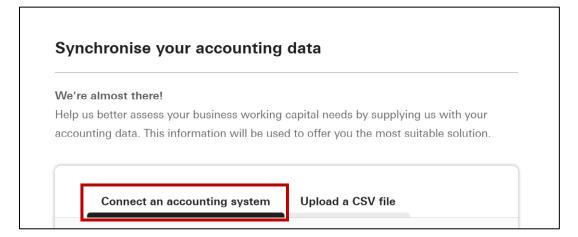
You've completed the first three steps of the application, and now you need to share your accounting data with us before you can submit your application. We'll use your accounting data to better assess your business working capital needs and calculate how much funding we could offer you. You can share it with us in one of two ways:

1. Share your data directly from your cloud-enabled accounting package; or

2. If your accounting package is not cloud-enabled, use our intelligent data mapping tool to guide you through uploading Comma Separated Values (CSV) files instead.

#### Option 1: Share your data directly from your cloud-enabled accounting package

The easiest way to share your data is by allowing us to connect to your cloud accounting package. To do this you'll need to select the 'Connect an accounting system' tab.



You'll need to consent to us connecting to your accounting system. Once you've ticked the consent checkbox, the accounting package connection options will be enabled. Select your accounting package from the options shown. We'll then ask you to log in to your accounting package.

HSBC					
← Tell us about you	aelf Tell us ebo	Customer Portal - HSBC - Work - Microsoft Edge     Org data	Log in to Sage - Google Chrome	- 0	×
ser of apposition		https://apply-hkuat.hk.devtls.net/connector/authenticate/sageone?companyName=Wordings%20rev	id.sage.com/login?state=hKFo2SB1MW43TkVjWjZwMTBxUkpQYztzd0daNUd2Sklwd2h	ydaFupWxvZ2li	UQ
	Terms & Con How long w See our Prive Terms and Co Consent an Consent any Consent my Consect my Consect my Consect my Consect my	Sage Connecting with Sage Business Cloud Accounting	Log in to Sage		

Depending on your accounting package you may be asked to authorize the application and select the business that you wish to provide data for. After that we'll ask you to select the buyers you wish to share data with us for.

Нѕвс					C Syncing your accounting data	м 🧕
~	Tell us about yourself	Tell us about your business	Is Receivables Finance right for your business?	Your accounting data	O Review application	
		Synchronise your accounting dat	a			
		Data displayed here cannot be viewed by HSBC This portal is maintained by a third party (Trade	Cantil you have selected which buyers you want to share. Ledgeri			
		Search     Air       G-reachs     Air       Or 6 isolacted     V       Bayers     Buyer 1       Buyer 2	t notes, payments and liscounts you specify will be share	d.		
		Buyer 3 Buyer 4	· · ·			
		Buyer 5 Buyer 6				

When finished a message will display on the screen to confirm the number of buyers selected for data sharing. You can click ok to start synchronizing data or go back and make changes to the buyers selected.

sage
u have selected 3 of 6 debtors to share with HSBC and sync th your account.
art your accounting data sync, or go back to review your lection.
Ok, start sync Back

Once the synchronisation process is complete, you'll see a message on the screen to confirm. You'll also receive an email notification with a subject 'Your accounting data has been synced'.

	sage	
/our accounting dat	ta sync has completed	~
	eted your application you will b	be able to
	eted your application you will b from your customer portal.	be able to

The summary of your accounting data will be shown in the portal.

Нѕвс					м @
← Tell us about yourself	Tell us about your business	Is Receivables Finance right for your business?	Your accounting data	Review application	
	Your accounting data See Vour data from Sage Business Clou Connected 27/09/2021 at 7.11pm Buyers Companies Invoices Total receivable	3 22 GBP 514,400,00	Edit		

# Option 2: Use our intelligent mapping tool to guide you through uploading CSV files

You can share your data with us by uploading CSV files. We'll guide you through this as you complete this section. If you'd like more details on the data required, please see the 'What data do we need?' section on the Help Centre.

To start the mapping tool, select the 'Upload a CSV file' tab, and consent to us processing the CSV files uploaded.

e're almost there!				
lp us better assess yo	ur business working	capital needs by supplying	us with your	
counting data. This inf	formation will be use	d to offer you the most sui	table solution.	
Ŭ		,		

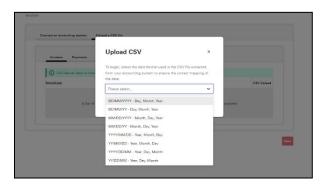
You'll be able to save your application and return to it later - you can do this before you start your CSV file upload or after you've submitted a file.

You'll see that this page contains six tabs, one for each of the files that you need to upload.

Connect an acco		Upload a CS			
Invoices	Payments	Credit notes	Buyers	Adjustments	Discounts
CSV files	s can have no more	e than 100000 rows	and be no large	er than 16MB	

Click the 'CSV Upload' button and select the CSV file you wish to upload from your system. We can accept files up to 16Mb in size and up to 100,000 rows.

You'll need to specify the date format used in your upload. You can do this by selecting the appropriate entry from the drop down list:



You'll need to confirm if your file has headers by selecting 'yes' or 'no'. **Please note**: The mapping tool automatically detects the encoding of your file so please ignore this drop down unless you wish to manually override this field.

		A	В	с	-
oes this row contain column names? -	$\rightarrow$ 1	Invoice Number	Buyer Name	Customer Reference	
	2	AKJAM0001	Customer 1	AKJ01	
No.	3	AKJAM0002	Customer 2	SJK01	
Yes No	4	AKJAM0003	Standard Customer 1	AKJ02	
	5	AKJAM0004	Customer 4	SKJ02	
oes your data look odd? Change the	6	AKJAM0005	Customer 5	AKJ02	
ncoding:	7	AKJAM0006	Standard Customer 2	SJK02	
	8	AKJAM0007	Customer 7	AKJ03	
ASCII	9	AKJAM0008	Customer 8	SKJ03	
ASCII	10	AKJAM0009	3Standard Customer 2	AKJ03	

We then check the information you're entering matches the information we're expecting. The mapping tool will do this by matching the columns in your file to the values that we need.

A	Invoice Number	Invoice number	x   ~	<ul> <li>Matched to the Invoice number field.</li> </ul>
2	AKJAM0001			<ul> <li>100% of your rows have a value for this column</li> <li>All values will be validated once your file is uploaded</li> </ul>
3	AKJAM0002			<ul> <li>All agrees will be compliced once your rise is observed.</li> </ul>
4	AKJAM0003			Confirm mapping Ignore this column
в	Buyer Name	Debtor name	x   ~	<ul> <li>Matched to the Debtor name field.</li> </ul>
2	Customer 1			100% of your rows have a value for this column
3	Customer 2			<ul> <li>All values will be validated once your file is uploaded</li> </ul>
4	Standard Customer 1			Continn mapping Ignore this column
	The values	from your CS	V files	

If your values match ours, select 'Confirm mapping' or if not, select another value from the drop down list. **Please note:** If your CSV file contains additional columns that we don't require, all you'll need to do is select the 'Ignore this column' option:

You'll need to do this for all the columns in your CSV file. If you need to make changes to any of your choices, you can do this by selecting the 'edit' button.

For some values (Currency, Country, Invoice Status, Payment Type) we'll need a bit more detail - the mapping tool will make it clear and take you through this:

F Invoice	e Status	Invoice status	×   ~	Your values	Our values		
2 Open				✔ Open	Open	×   ~	<ul> <li>Matched to the Invoice status field.</li> <li>100% of your rows have a value for this column</li> </ul>
3 Open							✓ All values will be validated once your file is uploaded
4 Open							Confirm mapping Ignore this column

Once the mapping is complete you can review the CSV data that you've provided. You'll see any errors highlighted in red so that you can amend them. **Please note**: If you can see text/values highlighted in amber this means the mapping tool has reformatted your original values and you don't need to take any action.

E	Bulk add 10 Ir	nvo	oices		Bulk add 10 Invoices  Queload > Queload > Queload > Complete											
	Only show rows	with	problems 🔵 Show	mo	odifications								Enc	oding: ascii		
	Invoice number	*	Debtor name	* E	External debtor reference	Invoice date *	Due date	*	Invoice amount *	0	Outstanding amount *	: 1	Invoice status *	Currency	*0	
6	AKJAM0005		Customer 99	P	KJ901	15/07/2020	14/08/2020		120.00	1	120.00	1	Open v	GBF		

To make things easier for future uploads you may wish to use this formatting in your source files. We recommend using the same formats in your source files to keep your records and data aligned.

**Please note:** Cells containing errors will be ignored by the system so it is important to make sure there are no errors left before you submit.

When you are happy with your upload click 'continue' to submit it. **Please note**: If you exit the portal or go back to a previous step before submitting a file, then your progress will be lost.

Your	accounting (	data					Edit
	Invoices	Payments	Credit notes	Buyers	Adjustments	Discounts	
	invoices 16	618393376480	ison				
		4 Apr 2021 at 10:					

Once you've submitted the file you can check if it's complete. You'll need to repeat this for all 6 tabs and when you've done so, your data upload is complete.

### What happens next

The final step allows you to review your application before submitting - you can go back and change any sections by clicking the 'edit' button.

invoices_1611240879350.json ***
By Example C. • 21 Jan 2021 at 2:54pm
I certify that the information submitted in this application is true and correct to the
I certify that the information submitted in this application is true and correct to the best of my knowledge.

Once you've checked the certification box you're ready to submit your application. When you've submitted it, we'll process this and if eligible, you'll receive an email when your indicative offer is ready to view. Please note that any indicative offer is made at our discretion and subject to applicable terms and conditions.

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